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Secretary of State
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# Copies and Certification Services Fee Schedule Effective 7-1-08

The following is a list of copies and certification services and the associated fees. Fees are per document unless otherwise noted.

# **SERVICE REQUESTED:**

Copies	\$2.00 per page
Certification of Document	\$30.00
Search	\$50.00
Certificates:	
Certificate of Existence (evidence of good standing – short form)	\$50.00
Certificate of Existence (listing amendments – long form)	\$50.00
Ceremonial Certificate of Good Standing	\$100.00
Certificate Evidencing Name Change, Certificate of Fact of Merger,	
Certificate of Default, Certificate of Revocation, Certificate of Dissolution,	
Certificate of Withdrawal, Certificate of Cancellation,	
Certificate of Non-Existence	\$50.00
Miscellaneous Certificates	\$50.00
Apostille (Hague Treaty Nations)/Certification (Non-Hague Treaty Nations)	\$20.00
Corporate Charter	\$50.00
Ceremonial Charter	\$100.00

### EXPEDITE SERVICE:

Expedite service is available for copies, certificate and certification services. Fees for expedite service are in addition to the fees as listed above.

# 24 Hour Expedite Service: Order may be picked up or mailed out within 24-hours.

Copies: (per entity name)		
1 to 10 pages	\$75.00	
11 or more pages	\$125.00	
Certificates (per entity name & and certificate type):		
1 to 10 certificates	\$75.00	
11 or more certificates	\$125.00	
Search: Expedite fee on search only; additional expedite fee required for copies	\$25.00	
4-Hour Expedite Service: Order may be picked up or mailed within 4-hours.  CERTIFICATES ONLY (per entity name & certificate type):		
1 or more certificates	\$125.00	
2-Hour Expedite Service: Order may be picked up or mailed within 2-hours.		
1 or more certificates (per entity name & and certificate type)	\$500.00	
1 or more copies (per entity name)	\$500.00	
1-Hour Expedite Service: Order may be picked up or mailed within 1-hour.		
1 or more certificates (per entity name & and certificate type)	\$1000.00	
1 or more copies (per entity name)	\$1000.00	

# **BASIC INSTRUCTIONS:**

- All orders may be submitted in writing, with fees enclosed, to the above address. Telephone orders with payment by VISA, Mastercard, Discover or American Express may be called into our Customer Service Department at (775) 684-5708. Trust account and credit card customers may fax <u>expedite orders only</u> to (775) 684-5645. Trust account orders must be received on company letterhead.
- 2. All orders not specified as a pick-up are mailed out via first-class mail, unless a Federal Express number is provided or other major courier pickup arrangement is made.
- 3. Fax back service is *only available* on 1-hour and 2-hour expedite orders for certificates or copies of 50 pages or less. This service must be requested at time of order with complete fax information provided.
- 4. Each order will be returned to one address only.